

**SAMPLE FORM**

**NURSE ASSISTANT CERTIFICATION TRAINING PROGRAM  
 INDIVIDUAL STUDENT RECORD**

Student name	Social security number	Start date	Completion date	
Instructor signature	Printed name	Initials	Date	Final grade

**Instructor: Date and initial in the theory column when student completes hours.**

THEORY			CONTENT	TEST SCORES
Hours	Date	Initials		
			Prior to any direct contact with a patient, at least a total of 16 hours of training shall be provided in the following areas: 1. Communications and interpersonal skills .....Modules 1, 3, 15A, C 2. Infection control .....Module 6 3. Safety and emergency procedures including the Heimlich maneuver.....Modules 4, 5, 12 4. Promoting the independence of patients .....Modules 8E, H, 14 5. Respecting the rights of patients.....Modules 2, 16C	
			<b>Module 1: Introduction</b>	
			A. Role and responsibilities of Certified Nurse Assistant (CNA)	
			B. Title 22	
			C. Requirements for nurse assistant certification	
			D. Professionalism	
			E. Ethics and confidentiality	
			<b>Module 2: Patients' Rights</b>	
			A. Title 22	
			B. Health and Safety Code	
			C. Code of Federal Regulations	
			<b>Module 3: Communication/Interpersonal Skills</b>	
			A. Communications	
			B. Defense mechanisms	
			C. Sociocultural factors	
			D. Attitudes illness/health care	
			E. Family interaction	
			<b>Module 4: Prevention and Management of Catastrophe and Unusual Occurrences</b>	
			A. Emergency	
			B. General safety rules	
			C. Fire and disaster plans	
			D. Roles and procedures for CNA	
			E. Patient safety	
			<b>Module 5: Body Mechanics</b>	
			A. Basic body mechanics	
			B. Transfer techniques	
			C. Ambulation	
			D. Proper body mechanics/positioning techniques	

All records pertaining to individuals who have successfully completed the program shall be available for the Department's inspection for a period of four years from date of enrollment. Records of individuals who did not complete the program must be kept for two years from the date of enrollment.

Student name			Instructor signature	Initials
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THEORY			CONTENT	TEST SCORES
Hours	Date	Initials		
			<b>Module 6: Medical and Surgical Asepsis</b>	
			A. Microorganisms	
			B. Universal precautions	
			C. Principles of asepsis	
			<b>Module 7: Weights and Measures</b>	
			A. Metric system	
			B. Weight, length, and liquid volume	
			C. Military time, i.e., a 24-hour clock	
			<b>Module 8: Patient Care Skills</b>	
			A. Bathing/medicinal baths	
			B. Dressing	
			C. Oral Hygiene	
			D. Hair care, shampoo, medicinal shampoo, nail care, shaving	
			E. Prosthetic devices	
			F. Skin care/decubitus ulcers	
			G. Elimination needs	
			H. Bowel and bladder retraining	
			I. Weigh and measure patient	
			<b>Module 9: Patient Care Procedures</b>	
			A. Collection of specimens including stool, urine, and sputum	
			B. Care of patient with tubing, gastric, oxygen, urinary, IV. This care does not include inserting, suctioning, or changing the tubes.	
			C. I and O	
			D. Bed making	
			E. Cleansing enemas, laxative suppositories	
			F. Admission, transfer, discharge	
			G. Bandages, nonsterile dry dressing application of nonlegend topical ointments to intact skin	
			<b>Module 10: Vital Signs</b>	
			A. Purpose of vital signs	
			B. Factors affecting vital signs	
			C. Normal ranges	
			D. Methods of measurement	
			E. Temperature, pulse, respiration	
			F. Blood pressure	
			G. Abnormalities	
			H. Recording	

Student name			Instructor signature	Initials
THEORY			CONTENT	TEST SCORES
Hours	Date	Initials		
			<b>Module 11: Nutrition</b>	
			A. Proper nutrition	
			B. Feeding technique	
			C. Diet therapy	
			<b>Module 12: Emergency Procedures</b>	
			A. Signs and symptoms of distress	
			B. Immediate and temporary intervention	
			C. Emergency codes	
			<b>Module 13: Long-Term Care Resident</b>	
			A. Needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, mental illness	
			B. Introduction to anatomy and physiology	
			C. Physical and behavioral needs and changes	
			D. Community resources available	
			E. Psychological, social, and recreational needs	
			F. Common diseases/disorders including signs and symptoms	
			<b>Module 14: Rehabilitative Nursing</b>	
			A. Promoting patient potential	
			B. Devices and equipment	
			C. ADLs	
			D. Family interactions	
			E. Complications of inactivity	
			F. Ambulation	
			G. ROM	
			<b>Module 15: Observation and Charting</b>	
			A. Observation of patients and reporting responsibilities	
			B. Patient care plan	
			C. Patient care documentation	
			D. Legal issues of charting	
			E. Medical terminology and abbreviations	
			<b>Module 16: Death and Dying</b>	
			A. Stages of grief	
			B. Emotional and spiritual needs of patient and family	
			C. Rights of dying patient	
			D. Signs of approaching death	
			E. Monitoring the patient	
			F. Postmortem care	